



## ENCROACHMENT PERMIT GENERAL NOTES & SPECIFICATIONS

Permit No. \_\_\_\_\_

### I. SAFETY

#### A. General Provisions

- ☒ All signs and control of traffic shall be in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways, latest edition, Part VI, and safety requirements shall comply with the Permits Manual.
- ☒ All work necessary in shoulder or ditch line areas of a state highway shall be scheduled to be promptly completed so that hazards adjacent to the traveled way are kept to an absolute minimum.
- ☒ No more than one (1) traveled-lane shall be blocked or obstructed during normal working hours. All signs and flaggers during lane closure shall conform to the Manual on Uniform Traffic Control Devices.
- ☒ When necessary to block one (1) traveled-lane of a state highway, the normal working hours shall be as directed by the Department. No lanes shall be blocked or obstructed during adverse weather conditions (rain, snow, fog, etc.) without specific permission from the Department. Working hours shall be between \_\_\_\_\_ and \_\_\_\_\_
- ☒ The traveled-way and shoulders shall be kept clear of mud and other construction debris at all times during construction of the permitted facility.
- ☒ No nonconstruction equipment or vehicles or office trailers shall be allowed on the right of way during working hours.
- ☒ The right of way shall be left free and clear of equipment, material, and vehicles during non-working hours.

#### B. Explosives

- ☒ No explosive devices or explosive material shall be used within state right of way without proper license and approval of the Kentucky Department of Mines and Minerals, Explosive Division.

#### C. Other Safety Requirements

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### II. UTILITIES \* Applies to Fully Controlled Access Highways **ONLY**

- ☐ \*All work necessary within the right of way shall be performed behind a temporary fence erected prior to a boring operation.
- ☐ \*The temporary woven wire fence shall be removed immediately upon completion of work on the right of way, and the control of access immediately restored to original condition, in accordance with applicable Kentucky Department of Highways Standard Drawings.
- ☐ \*All vents, valves, manholes, etc., shall be located outside of the right-of-way.
- ☐ \*Encasement pipe shall extend from right-of-way line to right-of-way line and shall be one continuous run of pipe. The encasement pipe shall be welded at all joints.
- ☐ The boring pit and tail ditch shall extend past the existing toe of slope or bottom of ditch line and shall be a minimum of 42 inches deep.

Permit No. \_\_\_\_\_

## II. UTILITIES (Continued)

- ☐ Encasement pipe shall conform to current standards for highway crossings in accordance with the Permits Manual.
- ☐ Parallel lines shall be constructed between back slope of ditch line and right-of-way line and shall have a minimum of 30-inch cover above top of pipe or conduit.
- ☐ All pavement cuts shall be restored per Kentucky Transportation Cabinet form TC 99-13.
- ☐ Aerial crossing of this utility line shall have a minimum clearance of \_\_\_\_\_ feet from the high point of the roadway to the low point of the line (calculated at the coefficient for expansion of 120 degrees Fahrenheit).
- ☐ The 30-foot clear zone requirement shall be met to the extent possible in accordance with the Permits Manual.
- ☐ Special requirements:

## III. GENERAL

### A. OSHA

- ☐ Kentucky Occupational Safety and Health Standards for the construction industry, which has the effect of law, states in part: (Page 52, 1926.651, Specific Excavation Requirements) "Prior to opening an excavation, effort shall be made to determine whether underground installations, (sewer, telephone, water, fuel, electric lines, etc.) will be encountered, and if so, where such underground installations are located. When the excavation approaches the estimated location of such an installation, the exact location shall be determined, and when it is uncovered, proper supports shall be provided for the existing installation. Utility companies shall be contacted and advised of proposed work prior to the start of actual excavation."

### B. Archaeological

- ☐ Whenever materials of an archaeological nature are discovered during the course of construction work or maintenance operations, contact shall be made immediately with the Division of Environmental Analysis, which maintains an archaeologist on staff, or with the Office of the State Archaeologist located at the University of Kentucky. Following this consultation, further action shall be decided on a case-by-case basis by the State Highway Engineer or the Transportation Planning Engineer or their designated representative.

### C. Utilities in the Work Areas

- ☐ The permittee shall be responsible for any damage to existing utilities, and any utility modifications or relocations within state right of way necessary, as determined by the Department or by the owner of the utility, shall be at the expense of the permittee and subject to the approval of the Department.
- ☐ All existing manholes and valve boxes shall be adjusted to be flush with finished grade.

### D. Environmental

- ☒ If the activity to which this permit relates disturbs one acre or more of land, you must obtain a KPDES KYR10 permit.

Websites

<http://www.water.ky.gov/permitting/wastewaterpermitting/KPDES/storm/>

Inspectors for KPDES KYR10 at [www.KEPSC.org](http://www.KEPSC.org)

Permit No. \_\_\_\_\_

#### IV. RIGHT OF WAY RESTORATION

- ☐ All disturbed portions of the right of way shall be restored to grass as per Kentucky Department of Highways Standard Specifications for Road and Bridge Construction (latest edition). A satisfactory turf, as determined by the Department, shall be established by the permittee prior to release of indemnity. Sodding or seeding shall be as follows:

Lawn or High Maintenance Situation

70% Lawn Fescue (e.g., variety - Falcon)  
30% Bluegrass **or**

70% Lawn Rye (e.g., variety - Derby)  
30% Bluegrass

Right of Way Lawn Maintenance Situation

70% KY 31 Fescue  
30% Perennial Rye Grass **or**

100% KY Fescue

- ☐ Two tons of clean straw mulch per acre of seeding.
- ☐ Prior to seeding, the ground shall be prepared in accordance with Kentucky Department of Highways Standard Specifications for Road and Bridge Construction (latest edition).
- ☐ Substitutes for sod such as artificial turf, rocked mulch, or paved areas may be acceptable if they are aesthetically pleasing.
- ☐ All ditch-flow lines and all ditch-side slopes shall be sodded.
- ☐ Existing concrete right of way markers shall not be disturbed, but if damaged in any way, they shall be entirely replaced by the permittee, with new concrete markers to match the original markers, in accordance with Kentucky Department of Highways Standard Drawings. Markers that are entirely removed shall be re-established in the proper locations by the permittee and to the satisfaction of the Department.
- ☐ Other right of way restoration requirements are as follows:

#### V. DRAINAGE

- ☐ All pipe shall be laid in a straight alignment, to proper grades, and with all materials and methods of installation including bedding and joint seating in accordance with Department Standard Specifications for Road and Bridge Construction (latest edition). Pipe shall not be covered until inspected by the Department and express permission obtained to make backfill.
- ☐ All gutter lines at the base of new curbs shall be on continuous grades, and pockets of water along with curbs or in entrance areas or other paved areas within the right of way shall not be acceptable.
- ☐ All drainage structures and appurtenances (manholes, catch basins, curbing, inlet basins, etc.) shall conform to Department specifications and shall be constructed in accordance with the Department Standard Drawings. Type required:

Permit No. \_\_\_\_\_

## VI. Paving

- ☐ No bituminous pavement shall be installed within the right of way between November 15 and April 1, nor when the temperature is below 40 degrees Fahrenheit, without the express consent of the Department. No bituminous pavement shall be installed when the underlying course is wet.
- ☐ Paving within the right of way shall be as follows:
- ☐ Base (Type) \_\_\_\_\_ (Thickness) \_\_\_\_\_
- ☐ Surface Base (Type) \_\_\_\_\_ (Thickness) \_\_\_\_\_
- ☐ Finished Surface (Type) \_\_\_\_\_ (Thickness) \_\_\_\_\_
- ☐ Existing pavement and shoulder material shall be removed to accommodate the above paving specifications.
- ☐ The finished surface of all new pavement within the right of way shall be true to the required slope and grade, uniform in density and texture, free of irregularities, and equivalent in riding qualities to the adjacent highway pavement or as determined by the Department of Highways.
- ☐ All materials and methods of construction, including base and subgrade preparation, shall be in accordance with Kentucky Department of Highways Standard Specifications for Road and Bridge Construction (latest edition).
- ☐ 24 hours notice to the Department is required prior to beginning paving operations.
- Phone: \_\_\_\_\_ Name: \_\_\_\_\_
- ☐ To ensure proper surface drainage, the new pavement shall be flush with the edge of existing highway pavement and shall slope away from the existing edge of the pavement as specified in drawings.
- ☐ Existing edge of pavement shall be saw-cut to provide a straight and uniform joint for new pavement. An approved joint sealer, in accordance with Kentucky Department of Highways Standard Specifications (latest edition), shall be applied between new and existing pavements.

## VII. SIDEWALKS SPECIFICATIONS **\*This dimension should be equal to the width of the sidewalk.**

### A. New Sidewalks

- ☐ Sidewalks shall be constructed of Class A concrete (3,500 p.s.i. test), shall be \* \_\_\_\_\_ feet in width, 6 inches in thickness across the bituminous entrance, and 4 inches in thickness across the remaining sections.
- ☐ Sidewalks shall have tooled joints not less than 1 inch in depth at four foot intervals\*, and 1/2 premolded expansion joints extending entirely through the sidewalk at intervals not to exceed 50 feet.
- ☐ All materials and methods of construction, including curing, shall be in accordance with the Kentucky Department of Highways Standard Specifications for Road and Bridge Construction (latest edition).

### B. Existing Sidewalks

- ☐ **(Applicable if existing sidewalks are being relocated)** Use of the sidewalk shall not be blocked or obstructed, and a usable walkway shall be maintained across the construction area at all times.
- ☐ All damaged sections of the sidewalks shall be entirely replaced to match existing sections.

Permit No. \_\_\_\_\_

### VIII. DENSE GRADED SHOULDERS

- ☐ Any existing dense-graded aggregate shoulders in the entire frontage within the construction area, which have been disturbed or damaged or on which dirt has been placed or mud has been deposited or tracked, shall be restored to original condition by removal of all contaminated material and replaced to proper grade with new dense-graded aggregate.
- ☐ All new aggregate shoulders as specified in the plan shall consist of 5 inches of compacted dense-graded aggregate, 2<sup>1/2</sup> pounds per square yard of calcium chloride.
- ☐ All dense-graded aggregate shoulders shall slope away from the new edge of pavement at the rate of 3/4 inch per foot.

### IX. CURBING

#### A. Bituminous Curbs

- ☐ Bituminous concrete curbs shall be given a paint coat of asphalt emulsion.
- ☐ The surface under the bituminous concrete curb shall be tacked with asphalt emulsion.
- ☐ All bituminous concrete curbs shall be constructed of a Class I bituminous concrete mixture as specified by official Department of Highways specifications.
- ☐ All bituminous curbs shall be rolled curb, with a minimum base width of 8 inches and a minimum height of \_\_\_\_\_ inches. The top of the curb shall be constructed in such a manner as to guarantee a uniform rolled effect throughout the entire run.

#### B. Concrete Curbs

- ☐ All curbs or curb and gutter shall be constructed of Class A concrete (3,500 p.s.i. test) and shall be uniform in height, width, and alignment, true to grade, and satisfactory in finish and appearance as determined by the Department. All materials and methods of construction, including curing, shall be in accordance with Department of Highways Standard Specifications for Road and Bridge Construction (latest edition).
- ☐ All concrete curbs shall be 6 inches in width, extend \_\_\_\_\_ inches above finished grade and 12 inches below finished grade, with all visible edge rounded to 1/2 inch radii.
- ☐ All concrete curbs shall have expansion joints constructed at intervals of not more than 30 feet, and 1/2 inch premolded expansion joint material (cut to conform to the curb or to the curb and gutter section) shall be used in each expansion joint.
- ☐ The last \_\_\_\_\_ feet of all concrete curbs are to be tapered down to finished grade.

Permit No. \_\_\_\_\_

**X. RIGHT-OF-WAY FENCE REPLACEMENT**

- ☐ The replacement fence shall be a height of at least 48 inches and shall be of sufficient density to contain all animals (if applicable).
- ☐ The replacement fence shall be a minimum of 1 foot and a maximum of 2 feet outside the right-of-way line.
- ☐ The fence materials and design shall meet accepted industry standards and be treated as paintable.
- ☐ The permittee shall be required to maintain the fence in a high state of repair.
- ☐ The existing fence shall be removed by permittee and stored at the Department's maintenance storage yard for future reuse by the Department.
- ☐ The control of access shall not be diminished as a result of replacement of the fence.
- ☐ Miscellaneous:

**NOTICE TO PERMITTEE**

THE PERMITTEE AGREES THAT ALL WORK WITHIN THE EXISTING RIGHT OF WAY SHALL BE DONE IN ACCORDANCE WITH THE PLANS AS APPROVED AND PERMITTED BY AN ENCROACHMENT PERMIT. ANY CHANGES OR VARIANCES MADE AT THE TIME OF CONSTRUCTION WITHOUT WRITTEN APPROVAL FROM THE DEPARTMENT OF HIGHWAYS SHALL BE REMOVED BY THE PERMITTEE AT NO EXPENSE TO THE DEPARTMENT OF HIGHWAYS AND SHALL BE REDONE BY THE PERMITTEE TO CONFORM WITH THE APPROVED PLANS.